

Department of California Highway Patrol
AREA MANAGEMENT EVALUATION
 Chapter 7
 SUPERVISION AND TRAINING

Area Willows Area	Division Northern Division	Number
Evaluated By Sgt. B. Bonessa		Date 3/11/10

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation <input checked="" type="checkbox"/> Formal <input type="checkbox"/> Informal		Suspense Date	
Follow-up Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report by _____	Commander's Review Date	
1. GENERAL		Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
		Corrected <input type="checkbox"/>	
a. Does the Area work force consist of employees, supervisors and managers who support the principles addressed in the Statement of Professional Values?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(1) Are the employees capable of performing and maintaining essential services to the public?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(2) Are upward mobility and career development programs made available to all interested employees?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b. Do supervisors at all levels assume responsibility for the development and training of their employees?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(1) Do supervisors review/assess specific training needs with employees annually?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(a) Is this review done in conformance with the Departmental Out-service Training Plan?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
c. Do employees assist in their training assessment by helping supervisors identify their strengths and weaknesses?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(1) Do employees seek information on training opportunities to improve their job performance?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(2) Do employees initiate their own Career Development Plan?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(3) Do employees utilize the knowledge, skills and abilities they have acquired through training?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. LIEUTENANTS (OTHER THAN COMMANDERS)		Evaluated <input type="checkbox"/>	Action Required <input type="checkbox"/>
		Corrected <input type="checkbox"/>	
a. What are the commander's plans for developing Area lieutenants?			
(1) Are the plans in writing?			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

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(2) Is meaningful guidance, direction and assistance provided to lieutenants in the formulation of their individual Career Development Plans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the commander work with the lieutenants to structure a development plan that provides job experience that will contribute most to the accomplishment of both the lieutenant's career goals and those of the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Does the commander have a copy of the lieutenant's Assessment Report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do the lieutenants have a Career Development Plan based on their Assessment Center follow-up report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Does the commander use the lieutenant's Career Development Plan to structure needed training and make meaningful comments on annual performance reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are lieutenants encouraged to participate in self-initiating activities such as continuing college level education, public speaking training (e.g., Toastmasters), professional and community organization affiliation, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Do lieutenant's annual evaluations contain comments on their managerial potential and their desires on upward mobility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How does the commander train the lieutenants for command responsibility?		
(b) Are the lieutenants submitting completed staff work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are the lieutenants involved in coordination with other agencies in the criminal justice system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Are the lieutenants participating in HQ Career Development assignments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are lieutenants given freedom to manage their respective operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the lieutenants effective supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the lieutenants developing managerial skills in subordinate supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the lieutenants well-organized in their work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do they maintain files to assist in evaluations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do they plan and make effective use of time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Do they work closely with subordinates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Do they foresee problems and plan for them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Do they have an "open door" policy that does not circumvent the sergeant's authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. SERGEANTS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. Is the sergeant's role as an essential member of the command's management team well-defined and understood?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(1) Does the commander have the sergeant's Assessment Center Reports?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Do the sergeants have a Career Development Plan based on the Assessment Center follow-up report?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Does the commander use the Assessment Center Report to structure needed training and make meaningful comments on annual performance reports?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Does Area use the sergeant as a part of the management team and ensure all have a good understanding of and agree on priorities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do the sergeants maximize their on-the-road field supervision time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Sergeants properly apply management philosophies and supervisory skills?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Do the sergeants promote an environment conducive to counselling and motivating subordinates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do the sergeants assist in the development of their subordinates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) After officers with supervisory potential are identified, what is done to develop that potential?		
(b) What has Area done to establish and utilize an officer-in-charge (OIC) list?		
(4) Are the sergeants able to direct the activities of subordinates to accomplish Area and departmental goals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do the sergeants' actions show a willingness to become involved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do the sergeants know when to act, when to delegate, and when to refer to a superior?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are sergeants available at the beginning and at the end of shift in the office, and in the field during shift?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If on an alternate workweek, are the sergeants able to provide adequate supervisory coverage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is there an established system for sergeants' ride-alongs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are sergeants conducting ride-alongs as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) How are ride-alongs documented?		
(7) Is there a written order addressing supervisory observation of court testimony and the courtroom demeanor of officers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) How is courtroom observation documented?		
(b) Has courtroom procedures/testimony training been provided for officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) What policy does Area have established for review of reports?		

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(a) How often do sergeants review, and if necessary discuss, reports with officers?	
(b) If special duty officers review reports, are deficient and/or superior reports brought to the attention of the supervisors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Do supervisors utilize matrix reports as well as hands-on inspection of documents?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Do sergeants respond to incidents involving damage to state equipment or injury to personnel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do they assist with felony arrests or respond to physical arrest incidents?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do they respond to specific types of accidents? (If yes, specify.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) What role do sergeants assume at accident scenes?	
(d) Are sergeants aware of MAIT call-out criteria?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(e) How many times has a sergeant been "called out" to an incident in the last year?	
(10) Are daily briefings held for each shift?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are briefings interesting and meaningful, with the supervisor in control?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How are briefing items and attendance documented and filed for future reference?	
(c) How are special duty officers briefed?	
(11) What methods do sergeants use to plan their goals for the month (e.g., planning calendar)?	
(12) Do sergeants participate in public affairs activities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Have they received public speaking training from their commander?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(13) Do newly promoted or transferred sergeants receive proper orientation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(14) Do the sergeants have a good working knowledge of policies and procedures effecting their assignment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) How do sergeants keep current on additions or revisions to policy?	
(b) Are the sergeants knowledgeable about current topics such as collective bargaining, affirmative action, civil liability, etc.?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Sergeants expedite training/briefing of recent changes for subordinates?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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4. OFFICERS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Does Area have a formal orientation training program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a supervisor oversee this program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are departmental guidelines followed for field orientation training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are Area field training officers (FTOs) departmentally qualified? <i>N/A</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Did Area adequately identify their needs when planning their training program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has an effective training program plan been developed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Does it reflect both current and future needs?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is training scheduled far enough ahead to assure continuity, yet flexible enough for changing needs?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are plans regularly updated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who is responsible for training?			
(a) Is this person effective?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are guest speakers and other instructors regularly scheduled?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are critiques used to ensure only the best presentations are scheduled?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(d) How does Area identify personnel whose expertise may qualify them as an instructor?			
(3) What methods are used by Area to establish training needs?			
(a) Do training topics appear relevant?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are training results objectively evaluated on a regular basis?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Who is responsible for specialized training with the Area?			
(1) Are all officers proficient with cameras?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If not, are enough trained to meet operational needs?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is refresher training provided periodically?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Who reviews photographs when they are returned?			
(d) Is a specific individual responsible for camera maintenance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(2) Is one specific person responsible for Defensive Driver Training?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Has Area complied with driver training requirements outlined in HPM 10.6?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are there any special needs in the Area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, has any special training been provided in those areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are all officers currently certified in CPR?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is annual training conducted on schedule?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is one specific person responsible for training records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a training chart utilized to record all training conducted in the Area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) If a training chart is not used, what type of system is utilized by the Area?		
(3) Are In-Service training records complete and current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have officers new to the Area been added to the records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are records of individual officers current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. NONUNIFORMED	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. What special training has been planned for nonuniformed employees?		
b. Is there a planned orientation for new employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the Departmental Orientation Guide for new employees being utilized?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Have new employees reviewed the video, "Spirit of Excellence"?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. EVALUATION PROCESS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/> Corrected <input type="checkbox"/>
a. What methods are utilized to assure sergeants have sufficient supervision time with the officers they evaluate?		
(1) Are evaluation assignments equitable?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are evaluations done on schedule?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How do lieutenants record their observations of the sergeants' critical task performance?		
b. What records do the supervisors keep on the employees they supervise?		

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(1) Are significant matters recorded and filed regularly to provide a basis for evaluations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Do records have a good balance of positive and negative comments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Do all documents and comments comply with the Peace Officer Bill of Rights?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Do <u>all</u> supervisors contribute to the records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Are similar records kept on supervisor's efforts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Are evaluations realistic, objective and meaningful?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are evaluations consistent in the rating process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Continuous and thorough documenting of performance at all command levels?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are all critical tasks evaluated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Is meaningful feedback provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Is there a discussion, with attempts to resolve issues in question, before the evaluation is finalized?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(6) Is the Statement of Professional Values (CHP 109) reviewed, and a copy signed and dated by the employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Is the performance appraisal system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Do supervisors feel they are helping employees develop themselves?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Do employees feel their evaluations assist them?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Do employees feel they have been fairly evaluated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Are comments in the evaluation in keeping with their overall importance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Is the performance objective monitored, with proper recognition given?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(6) Does the Area have a procedure to test the effectiveness of evaluations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(7) Is the commander satisfied with the Area's evaluation process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(8) Does the commander have a clear understanding of his/her role in the performance appraisal process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
7. INTERIM REPORTS	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Are interim reports utilized as appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Do supervisors understand the procedures for issuing them?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Were all other appropriate supervisory techniques used without positive results prior to implementing interim reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Are interim reports periodically updated and discussed with the employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Do interim reports discuss the problem(s) in specifics and establish performance objectives?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are definite methods outlined to achieve satisfactory performance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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(3) Are controls and follow-up present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the plan of action fully discussed with the employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If satisfactory performance is not achieved within the specified timeframes, is further corrective action taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8. INCIDENT REPORTS (CHP 2)	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. Are local controls over CHP 2's reasonable?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who can issue them?		
(2) How are they filed?		
(3) Are they available for supervisor's review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Who assures a proper relationship in the recognition of commendable and censurable incidents?		
b. Are incident reports properly worded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do they state the subject in plain, concise language?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) When appropriate, do they set goals and provide meaningful direction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do they accomplish their purpose?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does the Area have an alternative way to document good work and minor deviations supplemental to the incident report?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all adverse comments brought to the employees' attention?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9. ATTITUDES AND DISCIPLINE	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
a. How do employees really feel about their work, their supervisors, the role of traffic enforcement, etc.?		
(1) Do officers feel their work is a valuable contribution to the department?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are there frustrations in their work?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How can these frustrations be reduced?		
(3) Are employees familiar with recent changes in policy or procedure?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Do the nonuniformed employees feel they are allowed to participate in Area functions equally with the uniformed employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Do all employees get along well?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are there problem individuals?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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(a) Are supervisors aware of these individuals, and are they taking steps to change their behavior?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is there a positive motivation force present in the squad?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a climate created so that individuals <u>want</u> to do a good job?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are the grievance and complaint procedures understood by all supervisors and employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How do supervisors feel about the procedures?		
(2) If there has been a recent case filed, was it handled successfully?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all grievances and complaints relating to contract interpretations retained in the Area in accordance with provisions contained in HPM 9.1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

COMMENTS

Department of California Highway Patrol
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Summary Statement, Page 1

3.(3)(a): After officers with supervisory potential are identified, what is done to develop that potential? Those individuals are assigned as OIC's (Officer in Charge) and also provided more administrative duties.

3.(3)(b): What has Area done to establish and utilize an officer-in-charge (OIC) list? Currently, all Area personnel have been trained as OIC's, with those displaying better supervisory skills chosen over others if working the same shift.

3.(6)(b): Is there an established system for sergeant's ride-alongs? How are ride-alongs documented? A quarterly list is posted and maintained by Area sergeants indicating the date of the ride-along and which sergeant conducted the ride-along.

3.(7)(a): How is courtroom observation documented? Monthly 100 form comments.

3.(8): What policy does Area have established for review of reports? Sergeants review all arrest reports and major incident collision reports. All other A/I reports are reviewed by the Area A/I review officer.

3.(8)(a): How often do sergeants review, and if necessary, discuss reports with officers? All arrest reports and major incident collision reports are reviewed by sergeants. All reports requiring supervisory input are discussed with officers on an as needed basis.

3.(9)(b): Do sergeants respond to specific types of incidents? Area sergeants respond to all collisions involving medical response (11-79) and all 11-83 (collision, no further details), as well as any incident that may require the presence of a supervisor.

3.(9)(c): What role do sergeants assume at accident scenes? If not an incident requiring incident command responsibilities, Area sergeants assist the investigating officer, provide traffic control and ensure as safe an environment as possible.

3.(9)(e): How many times has a sergeant been "called out" to an incident in the last year? Approximately 20 call outs occurred over the last year.

3.(10)(b): How are briefing items and attendance documented and filed for future reference? The Area utilizes a master schedule and daily schedule to ensure attendance is in accordance with monthly scheduling. All briefing items are read and initialed by the briefing sergeant on a roster containing all personnel's names.

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Summary Statement, Page 2

3.(10)(c): How are special duty officers briefed? Same as Area field personnel.

3.(11): What methods do sergeants use to plan their goals for the month? Hard copy calendars and/or Area LAN system calendars.

3.(14)(a): How do sergeants keep current on additions or revisions to policy? All revisions/additions, management memorandums or information bulletins are disseminated to each sergeant for review, either by distribution of hard copies or via the Area's LAN network.

4.(b)(2): Who is responsible for training? Sergeant B. Bonessa and Officer J Van Houtte.

4.b.(2)(d): How does Area identify personnel whose expertise may qualify them as an instructor? Field personnel records, training records and supervisory knowledge of individuals possessing special skills.

4.b(3): What methods are used by Area to establish training needs? A roster is maintained outlining specialized training and vacant positions. Vacant positions are filled as soon as training is available.

4.c.: Who is responsible for specialized training within the Area? Sergeant B. Bonessa and Officer J. Van Houtte..

4.c.(1)(c): Who reviews photographs when they are returned? All Area photography is completed with use of digital cameras and stored on disc per departmental evidence procedures. A working copy of the disc is retained for review by supervisors if necessary.

4.d.(2): If a training chart is not used, what type of system is utilized by the Area? Employee Training Record System (ETRS).

5.a.: What special training has been planned for non-uniformed employees? None scheduled at this time.

6.a.: What methods are utilized to assure sergeants have sufficient supervision time with officers they evaluate? Area commander reviews sergeant's management summary reports (CHP 112) which document each sergeant's supervisory time and commitment to his assigned officers.

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Summary Statement, Page 3

6.a.(3): How do lieutenants record their observations of the sergeants' critical task performance? Through the monthly review of sergeant's management summary reports (CHP 112).

6.b.: What records do the supervisors keep on the employees they supervise? None, other than monthly CHP 100 forms, and documentation if necessary on CHP 112's.

8.a.(1): Who can issue them (CHP 2)? The Area lieutenant, sergeants and office supervisor can issue CHP 2 forms.

8.a.(2): How are they filed? Original to employee, copy in personnel folder (3 year retention), and copy to division.

8.a.(4): Who assures a proper relationship in the recognition of commendable and censurable incidents? The Area commander.

8.c.: Does the Area have an alternative way to document good work and minor deviations supplemental to the incident report? 100 form comments and/or memorandum of counseling.

9.a.: How do employees really feel about their work, their supervisors, the role of traffic enforcement, etc? Based on the high enforcement output of Area employees, they fully understand the importance of their enforcement and public safety efforts in support of Departmental and Area goals (Strategic Plan).

9.a.(2)(a): How can these (work) frustrations be reduced: Through open discussions or private counseling.

9.c.(1): How do supervisors feel about the (Grievance) procedures? Area sergeants concur with current grievance procedures, with an emphasis on resolving the issue(s) at the lowest possible level.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Willows	Division: Northern	Chapter: 7
Inspected by: B. Bonessa, Sergeant		Date: 03/11/2010

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 8 Hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Northern Division Due Date: 04/10/2010		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:

None

Inspector's Findings:

Area in compliance with current procedures/guidelines

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Willows	Division: Northern	Chapter: 7
Inspected by: B. Bonessa, Sergeant		Date: 03/11/2010

Required Action
Corrective Action Plan/Timeline

N/A

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 4/1/10
	INSPECTOR'S SIGNATURE 	DATE 3/11/10
<input type="checkbox"/> Reviewer discussed this report with employee	REVIEWER'S SIGNATURE 	DATE 4/6/10
<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur		